

To: Getto, Leila[leila_getto@ios.doi.gov]
Cc: Wesley Bullock[wesley_bullock@ios.doi.gov]; Christine Lopez[christine_lopez@ios.doi.gov]; cvlprotection@cox.net[cvlprotection@cox.net]; Jeff Lambert[jlambert@alec.org]; Wilhelm Meierling[wmeierling@alec.org]
From: Courtney Cook
Sent: 2017-07-14T12:48:35-04:00
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Subject: RE: Sec. Zinke's remarks at ALEC Annual Meeting July 20th Denver, Colorado
Received: 2017-07-14T12:48:46-04:00
[AM 17 - Hyatt-Regency-Denver-Floor-Plans.pdf](#)
[Speaker Topic Information - AM 17.pdf](#)
[2017 AM Agenda_Final.pdf](#)

Hi All –

Thank you again for all your work to make this happen! Below is what we are looking to do.

After looking at the schedule, we believe the best spot to make this happen and get the largest attendance will be our preview reception on **July 20 from 5:45 PM – 6:45 PM in Centennial F-G**. With this, we are going to extend the reception time to 7:00 PM and have the programming portion start at 6:30 PM. The run-of-show would look like the below....

6:30 PM – Welcome and thank the sponsors of the reception

6:35 PM – Sponsor Remarks

6:40 PM – 7:00 PM – ALEC CEO Lisa Nelson to introduce the Secretary, Secretary Speech (8-10 mins), Moderated Q&A session with the Secretary and our CEO Lisa Nelson (8-10mins)

7:00 PM – Thank you for coming!

For the stage set-up, we would have a riser with a podium and then two comfy chairs to the side for the Q&A portion. (Possible standing Q&A session with a cocktail table on stage since the attendees will be standing at the reception).

Will this work for his schedule?

Lastly, I wanted to include a few items that I thought might be helpful.

Items attached:

- Hyatt Regency Floor Plan
- Speaker Topic Information – “Fun Facts” about ALEC

ALEC Staff CC'd: (best way of contact is through email)

- Bill Meierling - ALEC Media Contact
- Jeff Lambert- ALEC contact for presentation questions – He will work with your team on the Q&A questions.

I have also cc'd our Director of Security, Jeff Lathan (405-919-6263). He will be in touch to help with any security needs. Please feel free to contact me or Jeff Lathan when they arrive onsite at the Hyatt Regency. (My cell is 202-494-1475)

Thank you all again!

Best,
Courtney

Courtney Cook, CMP
Director of Events
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Upcoming Meetings:

2017 Annual Meeting – July 19-21, 2017 – Denver, Colorado

2017 States and Nation Policy Summit – December 6-8, 2017 – Nashville, Tennessee

2018 Spring Task Force Summit – April 27, 2018 – Grand Rapids, Michigan

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From: Getto, Leila [mailto:leila_getto@ios.doi.gov]
Sent: Thursday, July 13, 2017 1:57 PM
To: Courtney Cook <ccook@alec.org>
Cc: Wesley Bullock <wesley_bullock@ios.doi.gov>; Christine Lopez <christine_lopez@ios.doi.gov>
Subject: Sec. Zinke's remarks at ALEC Annual Meeting July 20th Denver, Colorado

Hi Courtney!

Thank you for accommodating Secretary Zinke schedule by allowing him to speak on Thursday, July 20th at around 5:30 pm. He's very appreciative and looking forward to the event.

Per our conversation, you'll confirm the time and location, moderator (potentially Lisa Nelson, CEO), and provide us with a copy of the full conference agenda with speakers listed (we won't share and understand it's an internal working document for you and your team).

I also wanted to introduce you to our team ...

Luke (Wesley) Bullock will be your new point of contact. He will finalize the details with you and will

be advancing the trip so he'll be your day of contact. He can be reached at 254-715-5756 wesley_bullock@ios.doi.gov

Lt. Christine Lopez leads the Secretary's security detail. Do you mind sharing with her your security contacts. Her email is christine_lopez@ios.doi.gov and cell 202-439-6839

Do you mind helping me connect your communications team with Laura Rigas (who joined me on the call earlier today with you). Again, she's our communications director and will be traveling with the Secretary. She can be reached at Laura_Rigas@ios.doi.gov or cell (202) 897-7022

Thank you!
Leila

*Leila Sepehri Getto
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